



# Health and Safety Checklist

## Classrooms/Centers Observed

- A. \_\_\_\_\_
- B. \_\_\_\_\_
- C. \_\_\_\_\_
- D. \_\_\_\_\_

This observation form will help you to record your observations regarding a number of health and safety issues. Items are not intended to be an exhaustive list of Performance Standards related to health and safety, but rather items that can be rated according to a "checklist" format.

This tool is intended to assist in answering Core Question #17 on Facilities, Materials, Equipment, and Transportation and Core Question #9a on Prevention and Early Intervention. In addition, information from this form may be useful

to reviewers in other areas related to child development and health services. In order to obtain a complete picture of facilities and health and safety issues in the agency, it will be necessary to combine information from this instrument with information obtained from other observations and interviews.

Please indicate whether the item is supported by observations by checking "yes" or "no" for each item under the appropriate center and/or classroom (space has been provided at the top

of each page for you to indicate multiple center or classroom names). In addition, at the end of each section, space is provided for comments and observations in each area. Please use this page to describe any problems or concerns that you witnessed in the observation or to explain instances where items were not observed.

## HEALTH AND SAFETY CHECKLIST

A.		B.		C.		D.	
Yes	No	Yes	No	Yes	No	Yes	No

**Area #1: Classrooms****Infant/Toddler**

1. Sanitation and hygiene procedures for diapering have been adopted that adequately protect the health and safety of children served by the program and staff. [1304.22(e)(5)]
2. The diaper-changing area is located away from areas used for cooking, eating, or children's activities. [1304.53(a)(10)(xiv)]
3. Diapers are disposed of in a safe and sanitary manner. [1304.53(a)(10)(xvi)]
4. Infant sleeping arrangements use firm mattresses and avoid soft bedding materials, such as comforters, pillows, fluffy blankets, or stuffed toys. [1304.53(b)(3)]
5. Cribs are at least 3 feet apart from each other. [1304.22(e)(7)]
6. Infant toys are made of nontoxic materials and are sanitized regularly. [1304.53(b)(2)]
7. Toilet training equipment is available for children being toilet trained. [1304.53(a)(10)(xv)]

**Comments:**

## HEALTH AND SAFETY CHECKLIST

A.		B.		C.		D.	
Yes	No	Yes	No	Yes	No	Yes	No

### Area #1: Classrooms (continued)

#### All Classrooms

1. Nonporous gloves are available for use when dealing with bloody bodily fluids. [1304.22(e)(3)]
2. Staff promote effective dental hygiene among children in conjunction with meals. [1304.23(b)(3)]
3. Toys are stored in a “safe and orderly fashion” (e.g., in their assigned places, not out where people can trip over them). [1304.53(b)(1)(vii)]
4. The indoor and outdoor space for infants and toddlers is separated from general walkways and areas used by preschoolers. [1304.53(a)(4)]
5. Toys, materials, and furniture are safe, durable, and in good condition (e.g., materials free of sharp edges and loose pieces, balloons and/or plastic bags not used, no choking hazards). [1304.53(b)(1)(vi)]
6. Center space is organized into functional areas that can be recognized by children and that allow for individual activities and social interactions. [1304.53(a)(3)]
7. Staffing patterns support regulations regarding class size and number of adults per class. [1306.20]
8. Staff, volunteers, and children wash their hands with soap and running water after diapering or toilet use, before food-related activities, whenever hands are contaminated with blood or other bodily fluids, and after handling pets or other animals. Staff and volunteers also wash their hands with soap and running water before and after giving medications, before and after treating or bandaging a wound, and after assisting a child with toilet use. [1304.22(e)(1)–(2)]

**Comments:**

## HEALTH AND SAFETY CHECKLIST

### Area #2: Indoor Facilities

#### Sanitation/Hygiene

A.		B.		C.		D.	
Yes	No	Yes	No	Yes	No	Yes	No

- Facilities are available for the proper storage and handling of breast milk and formula. [1304.23(e)(2)]
- Bathroom facilities are clean, in good repair, and easily reached by children. [1304.53(a)(10)(xiv)]
- Bathroom facilities are separated from areas used for cooking, eating, or children's activities. [1304.53(a)(10)(xiv)]
- Indoor and outdoor premises are cleaned daily and kept free of undesirable and hazardous materials and conditions. [1304.53(a)(10)(viii)]
- Garbage and trash are stored and disposed of in a safe, sanitary manner. [1304.53(a)(10)(xvi)]
- A utility sink is specifically used to clean potties. [1304.22(e)(6)]

**Comments:**

## HEALTH AND SAFETY CHECKLIST

### Area #2: Indoor Facilities (continued)

#### Safety

A.		B.		C.		D.	
Yes	No	Yes	No	Yes	No	Yes	No

1. The facility has approved, working fire extinguishers and an appropriate number of smoke detectors that are tested regularly. [1304.53(a)(10)(v), 1304.53(a)(10)(vi)]
2. Windows and glass doors are constructed, adapted, or adjusted to prevent injury to children. [1304.53(a)(10)(xii)]
3. Electrical plugs accessible to children are covered. [1304.53(a)(10)(xi)]
4. The heating/cooling system is insulated to protect children and staff from potential burns. (Note: Look at pipes and/or radiators.) [1304.53(a)(10)(i)]
5. There is an absence of highly flammable furnishings, decorations, or materials that emit toxic fumes. [1304.53(a)(10)(ii)]
6. Flammable and other dangerous materials/poisons are stored in locked cabinets or facilities separate from medications and food and accessible only to authorized persons. [1304.53(a)(10)(iii)]
7. Appropriate licenses (water/sewage, food/sanitation, fire codes, and vendor/contractor licenses) are seen. [1304.53(a)(6) and (10)(xiii), 1304.23(e)(1), 1306.30(c)]

#### Comments:

## HEALTH AND SAFETY CHECKLIST

A.		B.		C.		D.	
Yes	No	Yes	No	Yes	No	Yes	No

**Area #2: Indoor Facilities (continued)****Facility Layout and Environment**

1. If necessary, there is a safe and effective heating and cooling system. [1304.53(a)(10)(i)]
2. There is at least 35 sq. ft. of usable indoor space per child (not including bathrooms, halls, kitchen, staff rooms, and storage places). [1304.53(a)(5)]
3. Facilities enable the safe and effective participation of children with disabilities. [1308.4(o)4]
4. Rooms are well lit. [1304.53(a)(10)(iv)]

**Comments:**

A.		B.		C.		D.	
Yes	No	Yes	No	Yes	No	Yes	No

**Provisions for Emergencies**

1. Exits and/or evacuation routes are clearly marked. [1304.22(a)(3), 1304.53(a)(10)(vii)]
2. Emergency lighting is available. [1304.53(a)(10)(iv)]
3. Emergency telephone numbers (e.g., EMS, Fire, Police, Poison Control) are clearly posted. [1304.22(a)(2)]
4. Policies and plans of action for emergencies that require rapid response on the part of staff (e.g., a child choking) or immediate medical or dental attention are clearly posted. [1304.22(a)(1)]
5. A well-supplied first-aid kit is available, accessible to staff, and out of reach of children. [1304.22(f)(1)]

**Comments:**

## HEALTH AND SAFETY CHECKLIST

A.		B.		C.		D.	
Yes	No	Yes	No	Yes	No	Yes	No

### Area #2: Indoor Facilities (continued)

#### Medication Administration

1. All medications are properly labeled (i.e., name of child/staff, name of medication, dosage, name/number of pharmacy/physician). [1304.22(c)(1)]
2. Medications are under lock and key and out of reach of children. [1304.53(a)(10)(iii), 1304.22(c)(1)]
3. Medications in need of refrigeration are refrigerated. [1304.22(c)(1)]

**Comments:**

A.		B.		C.		D.	
Yes	No	Yes	No	Yes	No	Yes	No

### Area #3: Outdoors

1. There is at least 75 sq. ft. of usable outdoor space per child. [1304.53(a)(5)]
2. The playground equipment is in good repair and safe condition (e.g., adequately secured to the ground, free of sharp edges and/or splinters, soft falling surface). [1304.53(a)(7), 1304.53(a)(10)(viii), 1304.53(a)(10)(x)]
3. The outdoor play area is arranged such that no child can leave the premises or get into unsafe or unsupervised areas. [1304.53(a)(9)]

**Comments:**







# FY 2006 Fiscal Checklist

This checklist, revised for FY 2006, is designed to assist reviewers in monitoring the fiscal health of the grantee, any delegate agencies (as applicable), and compliance with federal regulations. The questions within this checklist have been developed around two critical standards, **internal controls** [45 CFR Parts 74.21(b)(3), 92.20(b)(3)] and **governance** [45 CFR Part 1304.50 (g)(2)]. These two standards are emphasized because, together, they help grantees ensure (a) successful and efficient operations of their own programs (and those of their delegates), (b) reliable financial reporting, and (c) compliance with applicable laws and regulations.

For each question in the checklist, a “Yes” or “No” answer is required. Several of

the questions have one or more follow-up questions that are related to the main question. Answer these questions as directed. Responses with red flags immediately below them, serve as signals to the reviewer of a potential fiscal concern, in which case additional follow-up is needed. In the “Documents Reviewed/People Interviewed/Additional Comments” row, please list the following items:

- evidence, in the form of documents gathered and/or reviewed that help to support your conclusions
- individuals interviewed when answering the checklist questions
- any additional remarks that pertain to the question

Taken collectively, the responses and observations that are recorded will help you in assessing if a grantee and/or delegate has not met federal regulations for internal controls and governance (as described above).

## ***WHAT’S NEW FOR FY 2006?***

To facilitate the use of source documents, the format of the FY 2006 fiscal checklist has changed. Related questions are grouped together into five sections (Your responses to questions in the first four sections will greatly impact your answers to the two summary standards in Section V.):

**Section I, Fiscal Risk Indicators**, consists of 12 questions that will help you evaluate the fiscal health of the grantee and/or

<sup>1</sup> For a detailed discussion of these issues see General Accounting Office (1999), Standards for Internal Control in the Federal Government (GAO/AIMD-00-21-3.1), November.

<sup>2</sup> At the end of these instructions is an example of the type of follow-up documents, questions, and interviews that might be used to gain additional information on a specific question.

delegate. The majority of the questions can be answered by using the last three annual audits for the entity. Responses to all 12 questions should be taken into consideration when evaluating the status of the entity's fiscal health.

**Section II, Internal Controls and Monitoring,** consists of 18 questions that will help you evaluate the adequacy of internal controls and the involvement of the governing body, staff and parents in monitoring the fiscal management system. As in Section I, all responses to Questions 13 through 19 on internal control measures should be considered when assessing the appropriateness and adequacy of the entity's internal controls. For the remainder of the questions (20 through 30), specific regulation(s) are cited at the end of each question.\*

**Section III, Fiscal Accountability,** consists of 18 questions that will help you evaluate the grantee's accountability in complying with the terms and conditions of the grant, and other applicable Federal regulations. This section includes questions on cost allocation, interfund borrowing, budget management, salaries, non-federal share, etc. Specific regulation(s) are cited at the end of each question.\*

**Section IV, Reporting,** consists of 7 questions that will help you determine if the grantee is meeting the reporting requirements of the grant. Specific regulation(s) are cited at the end of each question.\*

**Section V, Summary Standards,** consists of 2 questions pertaining to internal control and governance. Specific regulation(s) are cited at the end of each question.\* Completion and analysis of all the questions from the previous four sections will help you to determine if the grantee and/or delegate is in compliance with federal regulations for the two specified standards.

*Note that OMB Circulars A-122, A-87, and A-21 have been codified. The new CFR citation is referenced in this checklist, as well as in the PRISM 2006 Software.*

- \* *All questions for which standards are listed should be evaluated based on the standards cited. If the evidence gathered thus far suggests that the grantee/delegate is not in compliance with the specified requirement, please place a check in the box under "Potential Area of Noncompliance".*

In answering the questions on this checklist, some of the documents you might find useful to review include:

- current and prior financial statements from the audit report
- most recent financial reports as delivered to the governing bodies
- Policies and Procedures manual(s) covering fiscal operations (e.g., written accounting procedures and procurement procedures)
- detailed general ledger or accounts payable (AP) disbursements journal
- monthly trial balances
- bank reconciliations
- administrative costs documentation
- program budget planning documents (e.g., forms, memorandums, work papers, GABI, and grant proposals)
- chart of accounts
- property inventory and files for recent major purchases
- audit reports and the management letter that accompanies the audit report (including the most recent)
- current and prior year Financial Assistance Award (FAA)
- notice of grant award
- indirect cost agreement and/or cost allocation plan
- lease agreements
- codes of conduct from personnel policies
- organizational chart or list of staff and function of each staff person, including any vacancies
- payroll journal and/or payroll service summary
- most recent SF-269, with supporting documentation
- PMS-272 with supporting documentation from the past four quarters
- insurance policies (e.g., liability, vehicles, child accident)
- interagency agreements
- Non-Federal share documentation, Department of Agriculture (USDA) accounting records and source documents (e.g. meal counts, etc.)
- Vendor contracts
- grantee charter document
- delegate agencies and other partnership contracts as required


*\*\*Please note that questions 29, 41, 50, and 51 apply to grantees only, and question 44 is only applicable to private non-profits.*

**Footnote 2**

As noted in Footnote 2 on the first page of these instructions, below is an example of the additional types of documents, questions and interviews that could be used to follow-up on a red flag answer to Question #2 on the Checklist.

<b>2. Has the grantee borrowed money within the last 12 months?</b>	
<p><b>Document Review:</b></p> <p><i>The notes to the financial statements in the current audit:</i></p> <ul style="list-style-type: none"> <li>• How much was borrowed?</li> <li>• Why was it borrowed?</li> <li>• How was the loan secured?</li> <li>• What are the payments and when are they due?</li> <li>• Is the grantee “living on” borrowed funds (i.e., a line of credit)?</li> <li>• Is there a going concern disclosure note?</li> </ul> <p><i>Accounting procedures:</i></p> <ul style="list-style-type: none"> <li>• Are there policies and internal controls regarding cash obligations and borrowing funds?</li> <li>• Is there evidence of governing board review, approval and oversight in the decision to borrow money?</li> <li>• Are there policies limiting the amount of debt the agency can incur?</li> </ul> <p><i>Loan documents:</i></p> <ul style="list-style-type: none"> <li>• Are they available to be reviewed?</li> <li>• Do they contain all applicable grant provisions such as “assets may have been purchased with grant funds, therefore cannot be sold without the approval of the granting agency”?</li> <li>• Do they appear to be in the best interest of the grantee?</li> <li>• Are they signed and dated?</li> </ul>	<p><b>Interview:</b></p> <p><i>Appropriate fiscal officer and CEO: ask to:</i></p> <ul style="list-style-type: none"> <li>• Tell you more about the loan and reasons for it;</li> <li>• Explain (and document) what funding sources are used to repay the loan;</li> <li>• Describe how the loan was secured;</li> <li>• Describe the Board’s oversight of loan process;</li> <li>• See the loan (or tell you who signed the loan);</li> <li>• See the current balance in the agency’s non-restrictive or general fund account;</li> <li>• Explain if the Board is not aware of the current balance; and</li> <li>• Describe any impact on staff, services or programs.</li> </ul> <p><i>Governing body members, asking them to:</i></p> <ul style="list-style-type: none"> <li>• Explain when and how the Board became involved with securing the current loan and past loans;</li> <li>• Describe what funding sources have been used to repay the loan;</li> <li>• Describe the Board’s plan for repaying the loan;</li> <li>• Discuss the agency’s current cash balance;</li> <li>• If the agency is living on borrowed funds; and</li> <li>• Describe how the Board monitors the loan and identifies potential risks.</li> </ul>

**SECTION I - FISCAL RISK INDICATORS**


1 **Y**  **N** Is the ratio of current assets to current liabilities less than 1 (i.e., are there insufficient funds to pay debts due within a year)?  
[If yes, please answer the question below. If no, go to question 2.]

**Y** **N** Has the ratio decreased over the past three years?

**Documents Reviewed/People Interviewed/Additional Comments**

2 **Y**  **N** Has the grantee borrowed money within the last 12 months?

**Documents Reviewed/People Interviewed/Additional Comments**

3 **Y**  **N** Has the amount of cash reported on the balance sheet (per audit report) decreased over the past three years?

**Documents Reviewed/People Interviewed/Additional Comments**


4 **Y**  **N** Does the most recent audit contain a disclosure (*see footnote in audit*) regarding cash flow status?

**Documents Reviewed/People Interviewed/Additional Comments**


**SECTION I - FISCAL RISK INDICATORS (CONTINUED)**

5 **Y**  **N** Does the most recent audit show any programs with negative operating balances?

**Documents Reviewed/People Interviewed/Additional Comments**

6 **Y**  **N** Are there large unfunded liabilities (e.g., annual and sick leave accruals, taxes payable, 401(k) payments outstanding; large mortgage or large line – of – credit payments) or recent significant cost increases?

**Documents Reviewed/People Interviewed/Additional Comments**

7 **Y**  **N** Are the grantee and/or delegate named in pending or recent litigation? Are there pending or current disallowances from any funding source such as USDA, CSBG, or child care? [Obtain this information through interviews with staff.]

**Documents Reviewed/People Interviewed/Additional Comments**

8 **Y**  **N** Is there any indication the agency may lose one or more major programs and/or funding sources?

**Documents Reviewed/People Interviewed/Additional Comments**


**SECTION I - FISCAL RISK INDICATORS (CONTINUED)**

9 **Y**  **N** Have vendor payments been late?

**Documents Reviewed/People Interviewed/Additional Comments**

10 **Y**  **N** Do bank statements reflect any negative cash balances, overdraft, or finance charges?

**Documents Reviewed/People Interviewed/Additional Comments**

11 **Y**  **N** Has there been a recent reduction of program staff or services, a shift towards outsourcing, excessive turnover of supervisory staff, or have key personnel quit unexpectedly?

**Documents Reviewed/People Interviewed/Additional Comments**

12 **Y**  **N** Have positions been vacant for a significant period of time? (i.e., more than 90 days)?

**Documents Reviewed/People Interviewed/Additional Comments**

**SECTION II - INTERNAL CONTROLS AND MONITORING**

13 Y **N**  Does the agency maintain a complete and up-to-date list of all employees?

**Documents Reviewed/People Interviewed/Additional Comments**

14 Y **N**  Are separations/terminations of employment instances immediately reported to the payroll department?

**Documents Reviewed/People Interviewed/Additional Comments**

15 Y **N**  Are original time records properly prepared and properly approved by supervisors?

**Documents Reviewed/People Interviewed/Additional Comments**

16 Y **N**  Are payroll records regularly compared with the records of the personnel department?


**Documents Reviewed/People Interviewed/Additional Comments**



## SECTION II - INTERNAL CONTROLS AND MONITORING (CONTINUED)

17 Y **N**  Are there appropriate internal controls for payroll checks distributed to employees?


**Documents Reviewed/People Interviewed/Additional Comments**

18 Y **N**  Are there specific procedures for maintaining checks and balances for cash management and other fiscal functions? [To assist in answering this question, consider the questions below.]

- Y **N** Are cash and negotiable securities under lock and key, and is access to them strictly controlled?
- Y **N** Are forms such as blank checks and purchase orders sequentially pre-numbered, physically secure, and is access to them strictly controlled?
- Y **N** Are mechanical check signers and signature plates physically protected, and is access to them strictly controlled?
- Y** **N** Is one individual allowed to control all key aspects of a transaction or event?
- Y **N** Are duties assigned systematically to a number of individuals to ensure that effective checks and balances exist?
- Y **N** Does the grantee have internal controls for mail processing, cash receipts, and cash disbursements?
- Y **N** Are all grantee bank statements reconciled on a monthly basis?
- Y **N** Are there safeguards in place for financial data systems in the event of data failure?
- Y **N** Are changes in payroll properly authorized?

**Documents Reviewed/People Interviewed/Additional Comments**


**SECTION II - INTERNAL CONTROLS AND MONITORING (CONTINUED)**

- 19 Y **N**  Do the grantee and/or delegate agencies have policies and procedures for the use of credit cards (e.g. require documentation for expenditures, regularly monitor expenditures, and impose other clear spending limits)?

Potential Area of  
Noncompliance  
(✓)

☐


Documents Reviewed/People Interviewed/Additional Comments

- 20 Y **N**  Does the grantee/delegate have procedures for minimizing the time elapsing between the draw down of funds from the Payment Management System and disbursement of those funds? [45 CFR Parts 74.21(b)(5), 92.20(b)(7)]

Potential Area of  
Noncompliance  
(✓)

☐

Documents Reviewed/People Interviewed/Additional Comments

- 21 Y  **N** Have Head Start funds been drawn down in excess of documented cash requirements? [45 CFR Parts 74.22 (b)(2), 92.21 (c)]

Potential Area of  
Noncompliance  
(✓)

☐

Documents Reviewed/People Interviewed/Additional Comments

- 22 Y **N**  Has the grantee implemented procedures to determine allowability, allocability, and reasonableness of costs as required? [45 CFR Parts 74.21(b)(6), 92.20(b)(5)]

Potential Area of  
Noncompliance  
(✓)

☐

Documents Reviewed/People Interviewed/Additional Comments

**SECTION II - INTERNAL CONTROLS AND MONITORING (CONTINUED)**

23 Y ☒ N ☐ Does the grantee/delegate have a written code of standards of conduct governing the performance of their employees engaged in the award and administration of contracts? [45 CFR Parts 74.42, 92.36(b)(3)]

Potential Area of  
Noncompliance  
(✓)

Documents Reviewed/People Interviewed/Additional Comments

24 Y ☒ N ☐ Does the grantee/delegate have written procurement procedures that provide, at a minimum, all requirements specified in the applicable Federal statutes? [45 CFR Parts 74.44(a), 92.36(c)(3)]

Potential Area of  
Noncompliance  
(✓)

Documents Reviewed/People Interviewed/Additional Comments

25 Y ☒ N ☐ Are any of the procurement transactions conducted in a manner that does not provide for open and free competition? [45 CFR Parts 74.43, 92.36(c)]

Potential Area of  
Noncompliance  
(✓)

Documents Reviewed/People Interviewed/Additional Comments

26 Y ☒ N ☐ Was the last required annual audit not completed and/or not submitted timely and/or unavailable? [OMB Circular A-133 (Subpart B.220), 45 CFR Parts 1301.12(a), 74.53(b), 92.42)]

Potential Area of  
Noncompliance  
(✓)

Documents Reviewed/People Interviewed/Additional Comments

**SECTION II - INTERNAL CONTROLS AND MONITORING (CONTINUED)**

27 Y N  Has the grantee corrected previous audit findings? [OMB Circular A-133 (Subpart C.315, Paragraphs (a) & (b))]

Potential Area of  
Noncompliance  
(✓)

☐


Documents Reviewed/People Interviewed/Additional Comments

28 Y N  Does the grantee have a qualified fiscal officer? [45 CFR Parts 1304.52(d)(8)]

Potential Area of  
Noncompliance  
(✓)

☐

Documents Reviewed/People Interviewed/Additional Comments

29 Y N  [THIS QUESTION APPLIES TO THE GRANTEE ONLY] Has the grantee implemented procedures for programmatic and fiscal monitoring of its own operations and each of its delegates? [45 CFR Part 1304.51(i)(2)]

Potential Area of  
Noncompliance  
(✓)

☐

Documents Reviewed/People Interviewed/Additional Comments

30 Y N  Does the grantee regularly compare budgeted costs to actual costs? [45 CFR Parts 74.21(b)(4), 92.20(b)(4)]

Potential Area of  
Noncompliance  
(✓)

☐

Documents Reviewed/People Interviewed/Additional Comments

**SECTION III - FISCAL ACCOUNTABILITY (QUESTIONS 31-48)**

- 31 Y ☒ N ☐ If the grantee has shared costs, has the grantee used an allocation base that best measures the relative degree of benefit for all benefiting functions? [45 CFR Part 92.20(b)(5); 2 CFR Part 230, Appendix A(D)(1)(b); 2 CFR Part 225, Appendix A(C)(3); and 2 CFR Part 220, Appendix A(C)(4)]

Potential Area of  
Noncompliance  
(✓)

☐

Documents Reviewed/People Interviewed/Additional Comments

- 32 Y ☒ N ☐ If the grantee and/or delegate charge indirect costs, are those costs supported by a current negotiated indirect cost rate? [2 CFR Part 230, Appendix A(E)(2)(c)&(g); 2 CFR Part 225, Appendix A(H); and 2 CFR Part 220, Appendix A(G)(11)(g)]

Potential Area of  
Noncompliance  
(✓)

☐

Documents Reviewed/People Interviewed/Additional Comments

- 33 Y ☒ N ☐ Have Head Start funds been used to cover costs normally paid by other funding streams (i.e., interfund borrowing)? [45 CFR Parts 74.21(b)(3), 74.27(a), 92.22(a)(1)&(2), 92.22(b), 92.41(b)&(c)]

Potential Area of  
Noncompliance  
(✓)

☐

Documents Reviewed/People Interviewed/Additional Comments

- 34 Y ☒ N ☐ Did a review of year-end payments disclose any unusual or irregular items (e.g., large purchases of supplies or equipment or pay out of end-of-year “bonuses”)? [2 CFR Part 230, Appendix A(A)(2); 2 CFR Part 220, Appendix A(C)(2); 2 CFR Part 225, Appendix A(C)(1)]

Potential Area of  
Noncompliance  
(✓)

☐

Documents Reviewed/People Interviewed/Additional Comments

**SECTION III - FISCAL ACCOUNTABILITY (CONTINUED)**

35 Y N ☒ Did the grantee award COLA/Quality funds in compliance with the terms of its grant application?  
[45 CFR Parts 74.21(b)(3), 92.20(b)(3)]

Potential Area of  
Noncompliance  
(✓)

☐

Documents Reviewed/People Interviewed/Additional Comments

36 Y ☒ N Are any staff being compensated (salary and fringes) at a rate in excess of the Executive Level II (\$162,100 for 2005)?  
(Consider gross pay from all funding sources.) [2 CFR Part 220, Appendix A(C)(2), 2 CFR Part 225, Appendix (C)(1)(d)  
and 2 CFR Part 230, Appendix A(A)(2)(b)]

Potential Area of  
Noncompliance  
(✓)

☐

Documents Reviewed/People Interviewed/Additional Comments

37 Y N ☒ Are the wages of staff (including those identified in question 36. above) reasonable and supported by appropriate wage  
comparability data? [2 CFR Part 230, Appendix B(8)(c); 2 CFR Part 225, Appendix B(8)(b)]

Potential Area of  
Noncompliance  
(✓)

☐

Documents Reviewed/People Interviewed/Additional Comments

38 Y N ☒ Has the grantee and/or delegates provided adequate documentation to demonstrate timely payment of employee  
benefits (i.e. Federal and state taxes, health and retirement contributions)? [2 CFR Part 230, Appendix A(A)(2)(g); 2 CFR  
Part 225, Appendix A(C)(1)(j); and 2 CFR Part 220, Appendix A(A)(2)(e)]

Potential Area of  
Noncompliance  
(✓)

☐

Documents Reviewed/People Interviewed/Additional Comments

**SECTION III - FISCAL ACCOUNTABILITY (CONTINUED)**

39 Y ☒ N Have prior year salaries or other prior year costs been charged to the current budget year? [45 CFR Parts 74.28, 92.23(a)]

Potential Area of  
Noncompliance  
(✓)

☐

Documents Reviewed/People Interviewed/Additional Comments

40 Y ☒ N Are costs for development and administration necessary and of benefit to the program, properly allocated and documented, and not in excess of 15% of total costs unless a waiver has been granted? [45 CFR Parts 1301.32, Select subsections of 45 CFR Part 1301.32 that are appropriate to the circumstance]

Potential Area of  
Noncompliance  
(✓)

☐

Documents Reviewed/People Interviewed/Additional Comments

41 Y ☒ N [THIS QUESTION APPLIES TO THE GRANTEE ONLY] Did the use of Federal funds in the grantee's last budget exceed 80% of the total cost without a waiver? [45 CFR Parts 1301.20(a), 1301.21(a)&(b)]

Potential Area of  
Noncompliance  
(✓)

☐

Documents Reviewed/People Interviewed/Additional Comments

42 Y ☒ N Do the source, use, and accounting of non-federal funds meet the same requirements as Federal funds, and is the accounting of funds supported by proper source documents [45 CFR Parts 74.23, 92.24, Select subsection(s) of 45 CFR Parts 74.23 and/or 92.24 that are appropriate to the circumstance]

Potential Area of  
Noncompliance  
(✓)

☐

Documents Reviewed/People Interviewed/Additional Comments

**SECTION III - FISCAL ACCOUNTABILITY (CONTINUED)**

- 43 Y ☒ N Have the grantee or delegate agencies made changes to the budget that required prior approval before receiving such approval in writing? [45 CFR Parts 74.25, 92.30](Select subsection(s) of 45 CFR Parts 74.25 and/or 92.30 that are appropriate to the circumstance]

Potential Area of  
Noncompliance  
(✓)

☐

Documents Reviewed/People Interviewed/Additional Comments

- 44 Y ☒ N (THIS QUESTION APPLIES TO PRIVATE NON-PROFITS ONLY) Does the grantee fail to have the required insurance coverage? [45 CFR Parts 1301.11, 74.31. (Not applicable for grantees subject to Part 92, who are generally self-insured; select subsections of 45 CFR Part 1301.11 that are appropriate to the circumstance)]

Potential Area of  
Noncompliance  
(✓)

☐

Documents Reviewed/People Interviewed/Additional Comments

- 45 Y N ☒ Does the grantee meet property management standards for nonexpendable personal property, including conducting a physical inventory every 2 years and having all vehicle titles available? (To assist in answering this question, first consider the questions below.) [45 CFR Parts 74.30, 74.33(a)(1), 74.34(f)(1)-(6), 92.31 - 92.32)]

Y N Is equipment vulnerable to theft, not securely fastened or not protected in some other manner?

Y N Are identification plates and numbers affixed to office furniture and fixtures, equipment, and other portable assets?


Potential Area of  
Noncompliance  
(✓)

☐

Documents Reviewed/People Interviewed/Additional Comments




**SECTION III - FISCAL ACCOUNTABILITY (CONTINUED)**

- 46 Y N  If the grantee/delegate has purchased, leased or renovated Head Start facilities using federal funds, is there documentation available to show the facilities transactions were approved, performed in compliance with federal regulations (including compliance with the Davis-Bacon Act), and the Notice of Federal Interest filed? [45 CFR Parts 74.27, 92.22, and 1309]

Potential Area of  
Noncompliance  
(✓)

☐

Documents Reviewed/People Interviewed/Additional Comments

- 47 Y N  Are delegate agency, child care partnerships and professional services contracts available, signed, dated and inclusive of elements specified in the applicable regulations and cost principles? [45 CFR Part 1301.33; 2 CFR Part 230, Appendix B(37)(b)(8); 2 CFR Part 225, Appendix B(32)(b)(8); and 2 CFR Part 220, Appendix A(J)(37)(b)(8)] [An expired contract does not constitute adequate documentation. If expired, cite appropriate cost circular, 2 CFR Part 230, Appendix A(A)(2)(g); 2 CFR Part 225, Appendix A(C)(1)(j); and 2 CFR Part 220, Appendix A(A)(2)(e)]

Potential Area of  
Noncompliance  
(✓)

☐

Documents Reviewed/People Interviewed/Additional Comments

- 48 Y N  Have fiscal resources been used to provide sufficient equipment, toys, materials, and furniture to meet the need and facilitate the participation of children and adults? [45 CFR Part 1304.53(b)(1)]

Potential Area of  
Noncompliance  
(✓)

☐

Documents Reviewed/People Interviewed/Additional Comments

**SECTION IV - REPORTING**

49 Y N  Are financial reports current and available upon request? [45 CFR Parts 1304.51(h)(1)&(2), 74.21(b)(1)&(2), 74.53(b), 92.20(b)(1)&(2)]

Potential Area of  
Noncompliance  
(✓)

☐

Documents Reviewed/People Interviewed/Additional Comments

50 Y N  [THIS QUESTION APPLIES TO THE GRANTEE ONLY] Has the grantee submitted timely and accurate SF-269s and PMS-272s [45 CFR Parts 1304.51(h)(2), 74.52(a)(1)&(2), 92.41(b)&(c)]

Potential Area of  
Noncompliance  
(✓)

☐


Documents Reviewed/People Interviewed/Additional Comments

51 Y N  [THIS QUESTION APPLIES TO THE GRANTEE ONLY] Does the final SF-269 reconcile with the appropriate quarterly PMS-272 for the same period? [45 CFR Parts 74.21(b)(1), 92.20(b)(1)]

Potential Area of  
Noncompliance  
(✓)

☐

Documents Reviewed/People Interviewed/Additional Comments

52 Y  N Have the grantee and delegate agencies failed to submit timely and accurate IRS 941, IRS 990 and other official reports as required? [45 CFR Part 1304.51(h)(2)]

Potential Area of  
Noncompliance  
(✓)

☐

Documents Reviewed/People Interviewed/Additional Comments


**SECTION IV - REPORTING (CONTINUED)**

53 Y **N**  Does the Federal tax information reported agree with other financial reports? (Specifically, is the tax information on the IRS 990 in agreement with the audit report? [45 CFR Parts 74.21(b)(1), 92.20(b)(1)])

Potential Area of  
Noncompliance  
( ✓ )

☐


Documents Reviewed/People Interviewed/Additional Comments

54 Y **N**  Has there been a failure to disseminate timely and accurate fiscal information to the management staff, governing body, and policy groups? [45 CFR Parts 1304.51(d)(3), 1304.51(h)(1)]

Potential Area of  
Noncompliance  
( ✓ )

☐

Documents Reviewed/People Interviewed/Additional Comments

55 Y **N**  Do the Policy Council and Policy Committee work in partnership with key management staff and the governing body to develop, review, and approve or disapprove all procedures for refunding applications and amendments to refunding applications for Early Head Start and Head Start, including administrative services, prior to the submission of such applications? [45 CFR Parts 1304.50(d)(1)(i)]

Potential Area of  
Noncompliance  
( ✓ )

☐

Documents Reviewed/People Interviewed/Additional Comments

**SECTION V - SUMMARY STANDARDS**

Place a check in the box under the “Potential Area of Noncompliance” heading if the weight of the evidence you collected during the review (this includes the answers to all 55 questions in this checklist) suggests that the grantee/delegate is not in compliance with the specified requirement:

56

**Grantee lacks effective control over and accountability for all grantee and/or delegate funds, property and other assets. [45 CFR Parts 74.21 (b)(3), 92.20 (b)(3)]**

Potential Area of  
Noncompliance  
(✓)

☐

Documents Reviewed/People Interviewed/Additional Comments

57

**Governing body does not ensure that appropriate internal controls are established and implemented to safeguard funds. [45 CFR Part 1304.50 (g)(2)]**

Potential Area of  
Noncompliance  
(✓)

☐

Documents Reviewed/People Interviewed/Additional Comments



# Transportation Services Checklist

**Grantee Name** \_\_\_\_\_ **Date/Time** \_\_\_\_\_

**Reviewer** \_\_\_\_\_ **Service Area** \_\_\_\_\_

**Sources of Information Used** \_\_\_\_\_

The Transportation Services Checklist is designed for use on **all** PRISM reviews, whether the grantee or delegate agency provides transportation services or not. The Head Start Transportation Performance Standards apply to all Head Start grantees and their delegates.


The information gathered will be based on bus ride(s), interviews, observations, and document reviews. There are several design changes to the checklist that will help you in your role as a reviewer.

1. The checklist has been numbered for easy reference and separated into four categories:

- Facilities, Materials, Equipment and Transportation (Questions 1-13)
- Early Childhood Development and Health Services (Questions 14-22)
- Family and Community Partnerships (Questions 23-27)
- Program Design and Management (Questions 28-40)

2. The questions marked with **◆** apply to **all** Head Start grantees and their delegates,









whether they provide transportation services or not. These items appear in questions 13-15, 17, and 26-30.

3. The questions marked with  may be observed on bus ride(s).

**Team Leaders:** You may assign specific items or categories on the checklist to reviewers based on their scheduled activities throughout the week.

## TRANSPORTATION SERVICES CHECKLIST






## Facilities, Materials, Equipment, and Transportation

- | Yes   | No    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
|-------|-------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| _____ | _____ | 1. Each vehicle used in providing transportation services has: <ul style="list-style-type: none"> <li>•  a communication system to call for assistance;</li> <li>•  emergency safety equipment, including a charged fire extinguisher properly mounted near the driver's seat and a sign indicating its location;</li> <li>•  a first aid kit and a sign indicating its location; and</li> <li>•  a seat belt cutter and a sign indicating its location. [1310.10(d)(1-4)]</li> </ul> |
| _____ | _____ | 2. Any auxiliary seating used in vehicles providing transportation services has been built into the vehicle by the manufacturer as part of its standard design, maintained in proper working order, and inspected annually. [1310.10(e)]                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| _____ | _____ | 3.  Baggage and other items transported in the passenger compartment are properly stored and secured, aisles remain clear, and doors and emergency exits are unobstructed at all times. [1310.15(b)]                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| _____ | _____ | 4. There are procedures in place to ensure that the bus or alternative allowable vehicle is maintained in safe operating condition. The organization operating the vehicle has established and implemented procedures for: <ul style="list-style-type: none"> <li>• an annual safety inspection through an inspection program licensed or operated by the State;</li> <li>• systematic preventive maintenance; and</li> <li>•  a daily pre-trip inspection by the driver. [1304.53(a)(7), 1310.13]</li> </ul>                                                                                                                                                                                                                          |
| _____ | _____ | 5.  Each vehicle is not required to back up or make "U" turns, except if necessary for safety reasons or because of physical barriers. [1310.20(b)(3)]                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| _____ | _____ | 6.  Trip stops minimize traffic disruptions and afford the driver a good field of view in front and behind the vehicle. [1310.20(b)(4)]                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |

## TRANSPORTATION SERVICES CHECKLIST

### Facilities, Materials, Equipment, and Transportation (cont.)

**Yes      No**


- |       |       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
|-------|-------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| _____ | _____ | 7.      There are specific procedures for use of alternate routes in the case of hazardous conditions that could affect the safety of the children who are being transported. [1310.20(b)(7)]                                                                                                                                                                                                                                                                                                                                    |
| _____ | _____ | 8.  Transit times for children going to and from the program do not exceed one hour each way unless there is no shorter route available or any alternative shorter route is either unsafe or impractical. [1310.20(b)(1)]                                                                                                                                                                                                                       |
| _____ | _____ | 9.  When possible, stops do not require children to cross the street or highway when boarding or exiting the vehicle. [1310.20(b)(5)]                                                                                                                                                                                                                                                                                                           |
| _____ | _____ | 10.  If children must cross the street before boarding or after leaving the vehicle, the children are escorted across the street by the bus monitor or another adult. [1310.20(b)(6)]                                                                                                                                                                                                                                                           |
| _____ | _____ | 11.  The number of occupants in the vehicle does not exceed maximum passenger capacity at any time. [1310.20(b)(2)]                                                                                                                                                                                                                                                                                                                             |
| _____ | _____ | 12.  All vehicle occupants (except for the bus monitors who are assisting children) are seated in height- and weight-appropriate restraint systems while the vehicle is in motion. [1310.15(a), 1310.15(d)]<br><i>Exception:</i> Approval letter from the Head Start Bureau is required for an extension of the effective date of the portion of the Head Start regulation relating to child safety restraint systems up to January 20, 2006. |
| _____ | _____ | 13.     ♦ Children are only released to a parent, legal guardian, or other individual as designated in writing by the parent or legal guardian. The agency maintains lists of the persons, including alternates in case of emergency, and up-to-date child rosters are maintained at all times to ensure that no child is left behind, either at the classroom or on the vehicle at the end of the route. [1310.10(g)]                                                                                                           |

*Comments:*

## TRANSPORTATION SERVICES CHECKLIST

## Early Childhood Development and Health Services

Yes No



- |       |       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
|-------|-------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| _____ | _____ | 14. ♦ Children receive developmentally appropriate safety training within 30 days of the start of the program year on: <ul style="list-style-type: none"> <li>• safe riding practices;</li> <li>• safety procedures for boarding and leaving the vehicle;</li> <li>• safety procedures in crossing the streets to and from the vehicle at stops;</li> <li>• recognition of danger zones around the vehicle; and</li> <li>• emergency evacuation procedures, including participation in an emergency evacuation drill conducted on the vehicle the child will be riding. [1310.21(a), 1310.21(b)(1)-(5)]</li> </ul> |
| _____ | _____ | 15. ♦ Children's safety training reminder activities have been developed and are developmentally appropriate, individualized, and an integral part of program activities. [1310.21(e)]                                                                                                                                                                                                                                                                                                                                                                                                                             |
| _____ | _____ | 16. At least two bus evacuation drills in addition to the one required to be provided within the first thirty days of service have been conducted during each program year. [1310.21(b)(5), 1310.21(d)]                                                                                                                                                                                                                                                                                                                                                                                                            |
| _____ | _____ | 17. ♦ Grantee and delegate agencies have arranged for or provide transportation for children with disabilities to and from the program and to special clinics or other service providers when the special education and related services cannot be provided on-site. [1308.4(h)(6), 1310.22(b)]                                                                                                                                                                                                                                                                                                                    |
| _____ | _____ | 18.  Up-to-date family contact information and authorization for emergency care for each child is readily available. [1304.22(a)(2), 1304.51(g)]                                                                                                                                                                                                                                                                                                                                                                                |
| _____ | _____ | 19. Appropriate staff is informed of any health or safety accommodations or adaptations needed for children in accordance with the program's confidentiality policy. [1304.22(b)(3)]                                                                                                                                                                                                                                                                                                                                                                                                                               |



## TRANSPORTATION SERVICES CHECKLIST

### Early Childhood Development and Health Services (cont.)

**Yes      No**




- |       |       |                                                                                                                                                                                                                                                                 |
|-------|-------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| _____ | _____ | 20.    The agency must establish, maintain, and implement written procedures regarding the administration, handling, and storage of medication for every child. [1304.22(c)]                                                                                    |
| _____ | _____ | 21.  Bus drivers and monitors encourage self-control by using positive methods of child guidance by setting clear, consistent limits. [1304.21(a)(3)(i)(C), 1304.52(h)(1)(iv)] |
| _____ | _____ | 22.  Routines and transitions occur in a timely, predictable, and unrushed manner according to each child's needs. [1304.21(a)(3)(ii)]                                         |

*Comments::*

## TRANSPORTATION SERVICES CHECKLIST

### Family and Community Partnerships

Yes No

- |       |       |     |                                                                                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
|-------|-------|-----|-----------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| _____ | _____ | 23. |  | Effective two-way communication between staff and parents is facilitated on a regular basis throughout the program year. [1304.51(c)(1)]                                                                                                                                                                                                                                                                                                           |
| _____ | _____ | 24. |  | Interactions with families are respectful. [1304.40(a)(5)]                                                                                                                                                                                                                                                                                                                                                                                         |
| _____ | _____ | 25. |  | Communication with parents is conducted in the parents' primary or preferred language or through an interpreter, to the extent feasible. [1304.40(a)(5)]                                                                                                                                                                                                                                                                                           |
| _____ | _____ | 26. | ◆                                                                                 | Parents receive safety training within 30 days of the start of the program year that: <ul style="list-style-type: none"> <li>• emphasizes the importance of escorting their children to the vehicle stop and reinforcing the vehicle safety training.</li> <li>• complements the training provided to their children so that safety practices can be reinforced both in the program and at home by the parent. [1310.21(a), 1310.21(c)]</li> </ul> |
| _____ | _____ | 27. | ◆                                                                                 | Reasonable efforts are made to coordinate transportation resources with other human services agencies in the community. [1310.23(a)]                                                                                                                                                                                                                                                                                                               |

*Comments:*

## TRANSPORTATION SERVICES CHECKLIST

### Program Design and Management


Yes No

- |       |       |                                                                                                                                                                                                                                                                    |
|-------|-------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| _____ | _____ | 28. ♦ The agency assists as many families as possible who need transportation in order for their children to attend the program in obtaining that transportation. [1310.10(a)]                                                                                     |
| _____ | _____ | 29. ♦ The specific types of transportation assistance being offered are made clear to all prospective families in the program's recruitment announcements. [1310.10(b)]                                                                                            |
| _____ | _____ | 30. ♦ If the agency has decided not to provide transportation services, either for all or a portion of the children, the agency provides reasonable assistance to the families of such children to arrange transportation to and from its activities. [1310.10(b)] |
| _____ | _____ | 31. If the agency provides transportation through an arrangement with another organization or individual, the agency has ensured compliance of the transportation provider with the Head Start regulations. [1310.10(c)]                                           |
| _____ | _____ | 32. Each vehicle purchased after February 20, 2001 is a school bus or an allowable alternate vehicle equipped for use of height- and weight-appropriate child safety restraint systems and with a reverse beeper. [1310.10(c)]                                     |
| _____ | _____ | 33. All accidents involving transportation services are reported in accordance with applicable State requirements. [1310.10(f)]                                                                                                                                    |
| _____ | _____ | 34. Where available in the State or jurisdiction, each driver has a valid Commercial Driver's License (CDL) for vehicles in the same class as the vehicle the driver operates. [1310.16(a)(1)]                                                                     |
| _____ | _____ | 35. In accordance with the applicant review procedures, bus drivers' driving records have been checked through the appropriate State agency, including the National Driver Register, if available in the State. [1310.16(b)(2)]                                    |

## TRANSPORTATION SERVICES CHECKLIST

## Program Design and Management (cont.)

Yes      No

- |       |       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
|-------|-------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| _____ | _____ | <p>36. Each bus driver has received a combination of classroom and behind-the-wheel training prior to transporting any child enrolled in the agency's program, and refresher training annually, on how to:</p> <ul style="list-style-type: none"> <li>• operate the vehicle safely and efficiently;</li> <li>• safely run a fixed route, including loading and unloading children, stopping at railroad crossings and performing other specialized driving maneuvers;</li> <li>• administer basic first aid;</li> <li>• handle emergency situations, including vehicle evacuation procedures;</li> <li>• operate any special equipment, such as wheelchair lifts, assistance devices or special occupant restraints;</li> <li>• conduct routine vehicle maintenance and safety checks; and</li> <li>• maintain accurate records as necessary. [1310.17(a), 1310.17(b)(1)-(7)]</li> </ul> |
| _____ | _____ | <p>37. Bus drivers receive annual evaluations, which must include an on-board observation of road performance. [1310.17(f)(1)]</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| _____ | _____ | <p>38.  At least one bus monitor is on board at all times. [1310.15(c)]</p> <p><i>Exception:</i> Approval letter from the Head Start Bureau is required for an extension of the effective date of the portion of the Head Start regulation relating to bus monitors up to January 20, 2006.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |

## TRANSPORTATION SERVICES CHECKLIST

### Program Design and Management (cont.)

**Yes      No**

- |                          |                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
|--------------------------|--------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | <p>39. Each bus monitor has been trained prior to duty on:</p> <ul style="list-style-type: none"> <li>• child boarding and exiting procedures;</li> <li>• use of child restraint systems;</li> <li>• any required paperwork;</li> <li>• responses to emergencies;</li> <li>• emergency evacuation procedures;</li> <li>• use of special equipment;</li> <li>• child pick-up and release procedures;</li> <li>• pre- and post-trip vehicle check. [1310.17(f)(2)]</li> </ul> <p><i>Exception:</i> Approval letter from the Head Start Bureau is required for an extension of the effective date of the portion of the Head Start regulation relating to bus monitors up to January 20, 2006.</p> |
| <input type="checkbox"/> | <input type="checkbox"/> | <p>40. Each agency has identified the true cost of providing transportation in order to knowledgeably compare the costs of providing transportation directly versus contracting for the service. [1310.23(b)(1)]</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |

*Comments:*

